



RISK ASSESSMENT FORM 2021

Name of Event:	Alive Church Pre-Recording Worship
Name of Venue:	Alive Church - Auditorium
Age Group & Activity:	Pre-recording of worship to be streamed every Sunday online
Date of Assessment:	22nd January

IDENTIFY HAZARD	IDENTIFY RISK	RISK LEVEL	ACTIONS TO MINIMISE RISK	RESIDUAL RISK LEVEL	CONTROL CHECKS
What are the hazards?	What are the risks involved?	High, Medium or Low chance of occurring	What are you going to do to minimise the Risk Level?	What is the risk level now the actions have been put in place?	What ongoing actions do you need to do to ensure this hazard is minimised, and how are you going to check the risk hasn't increased.
Gathering any number of persons inside or outside/ Common behaviour	Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> Persons with underlying or high risk health conditions encouraged not to physically attend the service recording. Persons involved inside the auditorium limited to 30 at any one time All persons involved in the activity to observe social distancing, no handshaking, hugging or other physical interaction are permitted unless the two individuals are from the 	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.

			<p>same household/bubble.</p> <ul style="list-style-type: none"> ● Remind persons to refrain from touching their face. ● Face coverings to be worn by all individuals when arriving at the building, and when moving around 'travelling'. Face coverings can only be removed by those contributing in the service, at the designated time. ● All persons to be 2 weeks clear of COVID-19 symptoms ● Ensure arrival/departure process is followed (see below) ● All persons involved to use the COVID-19 tracking app and EvePass, on arrival and departure. ● Action Plan in place and communicated to leaders in the event of a Coronavirus case known to enter premises. ● No communion, offering or tea/coffee to take place. 		
Use of indoor spaces, Confined Spaces and overcrowding	Inability to distance, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> ● Capacities limited for each room/inside space ● One way system in place for entry and exit. ● Social distancing measures to be maintained where possible, including the arrival and departure of the venue. 	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Frequently used surfaces	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> ● Ensure all frequently used surfaces are sanitised regularly ie. door handles, use of hand sanitiser on entry and exit of premises and at points regularly used, toilets and catering stations. ● Andrew Brown to clean the room on Friday and Monday ● Internal doors propped open so 	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines. Buildings team to arrange cleaning on a Friday and Monday.

			no-one needs to touch handles		
Toilets and other facilities	Contaminated surfaces, inability to distance, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> ● Toilets to be cleaned regularly. ● Only use one downstairs disabled toilet ● Buildings team to clean the toilet thoroughly on Friday and Monday. ● Everyone asked to take waste home with them if possible. ● All waste to be assumed contaminated and handled appropriately by Andrew. ● Anyone handling waste to be trained in suitable working practices. 	Low	Buildings team to arrange cleaning on a Friday and Monday.
Filming	Close proximity working, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> ● Camera operators to wear a face covering 	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Singing & the use of wind or brass instruments	High vocal expulsion, Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> ● Maximum number of performers is 6 at any one time ● Maximum number of singers is 3 (from within the 6 above) ● Singers to stand side by side (not face to face) ● Minimum 4m gap between artist and camera person ideally 6m. ● Stage to be cleaned before and after recordings ● When inside sufficient ventilation to be in place 	Medium	Spot checks or persons appointed to enforce guidelines.
Use of other instruments	Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> ● Maximum number of performers is 6 at any one time ● All instruments cleaned before use. And between users. The only shared instruments are keyboard and drums - all other instruments are provided by the 	Medium	Spot checks or persons appointed to enforce guidelines.

			individuals		
Arrival & Departure	Contaminated surfaces, COVID-19 positive person entering the building, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> • Hand sanitiser to be used on arrival and exit. Posters up to remind people. 	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Use of common equipment	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> • All common equipment to where possible be fully sanitised between uses or used once and left for 72 hours. • Production equipment and instruments to be fully cleaned between uses. • Use of gloves for equipment which cannot be easily cleaned between uses. 	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Use of Microphones	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> • Microphones to be fully cleaned between uses with antibacterial wipes. • Individuals giving out microphones sterilise their hands after handling 'dirty' microphones. • Microphones not shared between people. 	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Changing of batteries or equipment maintenance	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> • Use of Clean and Dirty stations/receptacles • Mic station manager replaces batteries. Old into 'dirty' receptacle, mic station manager to remove with gloves and fully sanitise prior to charging. • New battery to be installed from 'clean' receptacle and installed by Mic Station manager. • Each microphone cleaned 	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.

			before given out.		
In-ear monitoring	Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others	High	<ul style="list-style-type: none"> Each person to be issued with their own in-ears or use personal headphones. 	Low	
Use of PPE	Incorrectly using PPE, Contracting COVID-19 infectious disease or passing it onto others	Medium	<ul style="list-style-type: none"> Instructions given on the correct use of PPE including the correct positioning of face masks. 	Low	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Travel	Inability to distance, Contracting COVID-19 infectious disease or passing it onto others	Medium	<ul style="list-style-type: none"> Follow government guidance when using public transport Only families or 1 bubble to use a small vehicle i.e. car 	Low	Team told before the event
Stage Management	Inability to distance, Contaminated surfaces, Contracting COVID-19 infectious disease or passing it onto others		<ul style="list-style-type: none"> Working teams to be instigated Face coverings to be worn Stages to be prepared and then sanitised 	Medium	Reminder notices at entrances and exits of venues Spot checks or persons appointed to enforce guidelines.
Heavy Lifting	Back strain/ injury/ accidents	Medium	<ul style="list-style-type: none"> All team to be aware of correct lifting practices Only specified personnel to be lifting heavy equipment Use reasonable amount of people to lift to lessen load 	Low	Team to be vigilant and aware as to who is attempting to perform any heavy lifting duties
Electrical Production Equipment	Trips/ electrocution/ ear damage/ strains	Medium	<ul style="list-style-type: none"> No drinks/liquids permitted near electrical equipment Equipment to be used in accordance with safe operating procedures and any faults to be reported. Levels of sound during band and worship sessions to be kept within guidelines All equipment will be PAT 	Low	

			<ul style="list-style-type: none"> tested before being used All cables to be routed together and secured or covered where possible Camera operators to take regular breaks or use tripods where possible. Headphones or ear defenders to be used in areas of high noise exposure. 		
Fire	Faulty electrical equipment, spillages or water ingress, combustible materials	Medium	<ul style="list-style-type: none"> General good housekeeping 	Low	
Slips, Trips & Falls	Staff and visitors may be injured if they trip over objects or slip on spillages	Medium	<ul style="list-style-type: none"> General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. 	Low	
Guests and Participants	Trips or injury resulting from unfamiliarity with environment	Low	<ul style="list-style-type: none"> Induction to take place to demonstrate any specific risks for participants to be made aware of, i.e. unsecurable tripping hazards e.t.c. 	Low	
Operating of cameras	Repetitive strains, physical injury, slips, trips and falls	Medium	<ul style="list-style-type: none"> All camera operators to be on a rota and take regular breaks Tripods or physical supports used where possible 	Low	

TEAM LEADER

PRINT NAME: Howard Williams

DATE: 22.1.21

HEALTH & SAFETY OFFICER

PRINT NAME: Jemma Collins

DATE: 22.1.21

